



SPREADSHEET GUIDE

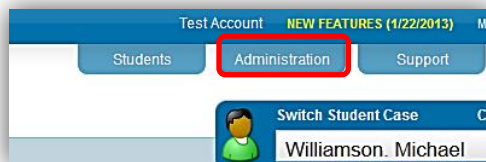
PURPOSE

This brief guide will illustrate how to use Catalyst's spreadsheet system for student curriculum. By utilizing our import/export spreadsheet process, you can:

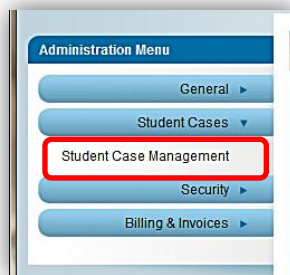
- Mass-import past and/or current targets into a student's portal
- Copy one student's curriculum into another student's portal
- Create and use a blanket curriculum that can be used for multiple students

GETTING STARTED

To find and download the current Catalyst curriculum spreadsheet, begin by logging into the Student Portal from a desktop or PC. After you log in, go to the blue Administration tab, in the upper right corner of the portal.



Next, select Student Cases from the Administration Menu on the left. Then select Student Case Management.

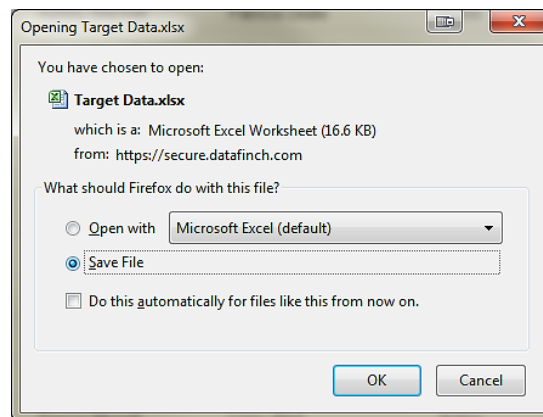


From this Student Case Management page, you can see a list of your students, along with a link to download a sample spreadsheet in the lower right corner.

Student Case Management (5 of 100 Student Licences Used)							All Active Inactive	
NAME	ENTRY DATE	BCBA	LEAD THERAPIST	STATUS	CURRICULUM IMPORT	CURRICULUM EXPORT	ACTION	OPEN CASE
cartner, sam	01/11/2013	Coby Lund	Coby Lund	Active	Import Spreadsheet	Export Spreadsheet	Deactivate	Open
Michaels, Austin	01/02/2010	Coby Lund	Shilpa Kookan	Active	Import Spreadsheet	Export Spreadsheet	Deactivate	Open
Smith, John	11/21/2011	Halee Royal	Shilpa Kookan	Active	Import Spreadsheet	Export Spreadsheet	Deactivate	Open
Smith, Steve	01/08/2011	Coby Lund	Janet Lund	Active	Import Spreadsheet	Export Spreadsheet	Deactivate	Open
Williamson, Michael	09/05/2012	apple review	John Smith	Active	Import Spreadsheet	Export Spreadsheet	Deactivate	Open

Create New Student ? [Download sample spreadsheet](#)

After click the link, you will be given the option to save the spreadsheet onto your computer.



After you have saved the spreadsheet to your computer, the the opened Excel file will look like this:

Skill Area	Program	Target	Target Type (DTT, TA, JUMP, DURATION, FREQUENCY)	Duration in Seconds	SD	Auto Open Order	TA Steps (Comma Delimited)	Date Baseline	Date Opened	Date Mastered	Current Maintenance Level	Notes
Receptive	Community Helpers	Policeman	DTT				Where is the policeman?		11/21/2010	3/15/2011	Maintenance A	
Receptive	Community Helpers	Fireman	DTT				Where is the fireman?		11/21/2010			
Schoolwork	Homework	Study for 5 min	DURATION	300			Time to study!					
Chores	Home Chores	Brush Teeth	TA				Time to brush our teeth!	Turn on water, Get toothpaste, Brush, Rinse, Turr	11/21/2010			

On the left, you will see an area to provide skill area, program, and target information. In the first example target provided, the Skill Area is "Receptive," the Program is "Community Helpers," and the target is "Policeman." In this example, the target type is DTT.

Skill Area	Program	Target	Target Type (DTT, TA, JUMP, DURATION, FREQUENCY)
Receptive	Community Helpers	Policeman	DTT
Receptive	Community Helpers	Fireman	DTT
Schoolwork	Homework	Study for 5 min	DURATION
Chores	Home Chores	Brush Teeth	TA

To enter an item with the target type: duration, you'll also need to enter the desired duration *in seconds*. In the example below, the target duration time is 5 minutes, so you would enter 300 in the duration column.

ENCY)	Duration in Seconds	SD	Auto Open Order	TA Steps (Comma Delimited)	Date Baseline	D
				Where is the policeman?		
				Where is the fireman?		
	300			Time to study!		
				Time to brush our teeth!		
				Turn on water, Get toothpaste, Brush, Rinse, Turr		

The next column asks for the SD, or the exact demand that the instructor should place. In the Auto-Open Order column, you can decide the order in which items are automatically opened into treatment after the previous item in the program has been mastered. Use numbers to rank the items; item #1 will open first, item #2 will open after item #1 is mastered, and so on. If the item you are entering is a Task Analysis, enter the steps in the TA Steps column. Use commas to separate your steps. For example, in a drinking task, you might enter “Picks up cup, Brings cups to mouth, Swallows, Puts cup on table.” The subsequent columns offer space for you to input dates baselined, opened, and/or mastered, if applicable. If an item has been mastered, you can also choose the Maintenance list in which the item will directly appear. The last column leaves space for notes to the instructor that will appear on the app with the SD and target information, in a yellow sticky.

d)	Date Baselined	Date Opened	Date Mastered	Current Maintenance Level	Notes
		11/21/2010	3/15/2011	Maintenance A	
		11/21/2010			
	aste, Brush, Rinse, Turr	11/21/2010			

After you have filled in the information ***in the exact format given***, you may upload it to a student’s file. **It is important to note that making any changes to the file’s format will increase the likelihood that the file will not be accepted for upload into the system. These unauthorized changes include: adding /deleting tabs, adding/deleting columns, renaming column headings, rearranging columns, or entering values/numbers that do not match the requested format.**

IMPORTING A SPREADSHEET

To use the spreadsheet to mass-import curriculum for a student (rather than manually creating items in the Student Portal), fill out a sample spreadsheet with the information you wish to import. If you are entering information for existing skills areas and programs for a student, be sure to enter their names exactly as they appear in the portal. If a skill area or program name is entered differently that it appears in the Student Portal, a new skill area or program will be created to include the importing data. *[Please refer to the table below for examples of matched and un-matched items from spreadsheets.]*

Name on Spreadsheet	Name in Portal	Success/Failure	Action
Mands	Manding	X	A new program called “Mands” will be created.
Manding	Mands	X	A new program called “Manding” will be created.
Mands	Mands	✓	The data will be successfully synced into the “Mands” program.

After you have ensured that your program headings and skill areas are correctly matched, go to the Student Case Management page, and select “Import Spreadsheet” next to the student for which you’d like to upload information.

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Randolph, Justin	01/22/1992	Sam Cartner	Sam Cartner	Active	Import Spreadsheet	Export Spreadsheet	Deactivate	Open
Smith, John	11/21/2011	Halee Royal	Shilpa Kookan	Active	Import Spreadsheet	Export Spreadsheet	Deactivate	Open
Smith, Steve	01/08/2011	Coby Lund	Janet Lund	Active	Import Spreadsheet	Export Spreadsheet	Deactivate	Open
Williamson, Michael	09/05/2012	apple review	Phil Smith	Active	Import Spreadsheet	Export Spreadsheet	Deactivate	Open

Create New Student ? Download sample spreadsheet

Once you have successfully imported a spreadsheet, the system will automatically upload the information at **10pm EST** each night, and send you a confirmation email at that time. If you have imported a spreadsheet *after* the 10pm EST cutoff, your information will be uploaded the following day at 10pm EST.

EXPORTING A SPREADSHEET

To use the spreadsheet to export a student's curriculum (to be copied into another student's program), find the student with your model curriculum from the Student Case Management page. Next, select "Export Spreadsheet." Once you have saved the spreadsheet to your computer, review the spreadsheet to make sure it can blanket into another student's case. You may want to remove dates that would not be applicable to your next student, or learner-specific notes.

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Create New Student ? Download sample spreadsheet

When the spreadsheet is ready to upload, return to the Student Case Management page, and select "Import Spreadsheet" next to the student for whom you want to upload the new information. You may choose to enter Skill Areas, Programs, and Targets that will be applicable to more than one student, but please be aware that you will need to import this blanket curriculum into *each* student's file in which you want it to appear.

Once you have successfully imported a spreadsheet, the system will automatically upload the information at **10pm EST** each night, and send you a confirmation email at that time. If you have imported a spreadsheet *after* the 10pm EST cutoff, your information will be uploaded the following day at 10pm EST.

TECHNICAL SUPPORT

To resolve and technical issues or questions you may have about the import/export spreadsheet process, email us at support@datafinch.com.